

## Steps to register a new landing area (airport, heliport or seaplane base) in New Hampshire:

- 1) Submit a [FAA Form 7480-1, Notice of Proposed Landing Area](#) and a New Airport Registration [Application](#) utilizing the instructions found [here](#). There is no federal or state fee to register a landing area. *\*please note that all landings areas types (airport, heliport, and seaplane base) use the New **Airport** Registration Application. Per state law definition "Airport" means an area of land or water that is user or intended to be used for the landing and takeoff of aircraft, and includes its buildings and facilities\*.*
- 2) NHDOT Bureau of Aeronautics (BoA) will contact the applicant to schedule an onsite inspection upon receiving a completed application. This visit will determine if and/or how the landing area can meet FAA design standards. A site certification may be issued at this time allowing the applicant up to 10 years to comply with the standards and recommendations provided.
- 3) The Applicant will then notify the BoA when the new airport, heliport, or seaplane base is complete and ready for the final state inspection (if not already completed during initial visit).
- 4) The applicant will then submit the landing area to the FAA through the FAA's [OE/AAA website](#) (requires a free login registration). The FAA will review the OE/AAA submission and possibly conduct an onsite inspection to ensure a safe site and that there is no conflict with existing protected airspace.
- 5) The FAA will issue their determination of the OE/AAA submission to the applicant. It will contain a case number (e.g. 20XX-ANE-XXX-NRA) for the applicant's later use.
- 6) The applicant will be sent a 5010 form. This form should be completed, dated, and signed and returned to the BoA ([FAA Form 5010-3](#) is for newly established public-use airports and the [FAA Form 5010-5](#) is for newly established private use airports). The FAA will supply these forms along with a copy of the airport's determination letter).
- 7) The BoA will submit the federal forms received to the FAA on your behalf. Upon submittal to the FAA the BoA will issue a State Registration Certificate and will mail the Applicant a copy. The State Registration Certificate is valid for the remainder of the calendar year.
- 8) At this time the will contact the FAA Flight Service Station (1-877-487-6867) that the new landing area is now active and must reference the FAA's determination case number (e.g. 20XX-ANE-XXX-NRA). The applicant will provide the name, as well as, the latitude and longitude of the new landing area to the FAA Flight Service Station.
- 9) The applicant may reregister their airport each year with the state by simply filling out a renewal application. The NHDOT typically sends renewal applications to all state-registered airports every December for the upcoming calendar year. Just as with the original state registration application, all registration renewals are also at no cost to the applicant.

***\*Allowing the state registration to lapse will require all state level steps to be repeated. If allowed to lapse the airport may lose protection from future legislation passed by local municipalities that would act against the operation of airports.***